

State of Tennessee
Board of Probation and Parole

404 James Robertson Parkway Suite 1300
Nashville, Tennessee 37243



Title VI of the
1964 Civil Rights Act

"No person in the United States shall, on the grounds of race/ethnicity, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance."

2008 Annual Report

Submitted By

Charles Traughber, Chairperson

James H. Austin, Member

Ronnie Cole, Member

Joe Hill, Member

Patsy Bruce, Member

Yusuf Hakeem, Member

Lisa Jones, Member

Bo Irvin, Executive Director

Gloria Johnson, Title VI Coordinator

Division of State Audit
Title VI Implementation Plan Subcommittee
Tennessee Human Rights Commission



STATE OF TENNESSEE
BOARD OF PROBATION AND PAROLE
404 JAMES ROBERTSON PARKWAY, SUITE 1300
NASHVILLE, TENNESSEE 37243-0850 (615) 741-1673

June 27, 2008

The Honorable Tommie Brown, Representative
Tennessee State Legislature
Nashville, TN

Pursuant to T.C.A. 4-21-901 and established guidelines, enclosed is the Board of Probation and Parole 2008 Title VI Implementation Plan.

If you have any questions or need additional information, please call on us.

Sincerely,

cc: Debra Loveless
Division of State Audit
Office of the Comptroller

C u r r e n t B o a r d M e m b e r s

Mr. Charles Traughber (Chairman) started his criminal justice career as an Institutional Counselor in the Department of Correction in 1969. In 1972 he was appointed Chairman of the Board of Paroles and served until June 1976. He served as a member of the Board from 1976 until July 1977, when he was reappointed Chairman and served in that capacity through June 1979. He again served as a member until December 1985. From that date until December 1987 he served as a consultant with a private correctional company. He was reappointed Chairman of the Board of Paroles in January 1988 and has served as Chairman since that date, with the exception of a brief medical leave. He was reappointed to six-year terms on the Board in 1994, 2000 and again in 2006. Mr. Traughber is a graduate of Tennessee State University. He is a member of the Tennessee Correctional Association, the American Correctional Association, and serves as President of the Association of Paroling Authorities, International. He has served on the Tennessee Sentencing Commission and on various committees addressing prison capacity issues and recidivism.

Mr. James H. Austin was appointed as a member of the Board of Probation and Parole effective January 22, 2004. He is a Gallatin, TN native. Austin has more than 31 years of experience in law enforcement and state government. Most recently he worked as manager of the Office of Civil Rights and Compliance in the Tennessee Department of Health. From 1987 to 1990, Austin worked in the Tennessee Department of Correction, first as a Director of County Programs and then as Executive Director of Youth and Community Services. From 1980 to 1987, Austin worked as a counselor and then administrative assistant for the Davidson County Metro Sheriff's Department, serving as a liaison between the Sheriff's Department and the Tennessee Sheriff's Association. Austin graduated with a Bachelor's degree in Industrial Arts from Mississippi Valley State University, Itta Bena, Mississippi, and earned a Master's Degree in Educational Psychology from Tennessee Technological University, Cookeville, TN.

Ms. Patsy Bruce, a native of Nashville, was appointed as a member of the Board of Probation and Parole effective March 26, 2004. Prior to joining the Board, she operated a number of event management and marketing companies, including Patsy Bruce Productions, Inc., a film and television production company, and Events Unlimited, an award-winning event management company. In addition to her business endeavors, Ms. Bruce is heavily involved in her community, where she organized the West Nashville Presidents Council, a community advocacy group.

Mr. Ronnie Cole was appointed as a member of the Board of Probation and Parole effective January 22, 2004. He was born in Milan, TN, and has lived in Dyersburg, TN for more than 30 years. He is a retired Vice President of the Dyersburg paving and bridge building contractors and Ford Construction Company, where he worked for 34 years. He also served in the Tennessee House of Representatives in the 98th through 102nd General Assemblies. Cole earned a Bachelor's degree in Business Administration from Memphis State University. In addition to his experience working in road building and as a State Legislator, he is a past president of the Tennessee Road Association and past president of the Contractor's Division of the American Road and Transportation Builder's Association. He is also a former member of the Tennessee Board for Licensing Contractors.

Mr. Yusuf A. Hakeem was appointed to the Board of Probation and Parole effective January 23, 2006. He is a graduate of Howard High School and Chattanooga State Technical Community College. He is currently earning a Bachelor's Degree from the University of Tennessee at Chattanooga. He served on the City Council of Chattanooga as a representative of Chattanooga's District 9, which consists of seven precincts. He was elected Chairman of the Council in 1996, 2000, and 2001.

Mr. Joe Hill of Union City was appointed by Governor Bredesen to the Board of Probation and Parole in April 2008. Hill came to BOPP following his retirement from the staff of Eighth District Congressman John Tanner, whom Hill served as District Director for 20 years. Hill is a native of Henry, Tennessee. He is a 1964 graduate of Henry High School and he earned his Bachelor's degree from Bethel College in McKenzie in 1968. He served for four years as Project Director for the Northwest Tennessee Development District. He was twice elected to the Henry County Commission and he was a member of the Democratic Executive Committees in Henry and Gibson Counties. In 1973, Hill joined the staff of the late U.S. Representative Ed Jones as Field Assistant, and later served as District Director until Representative Jones' retirement. In 1988, Hill managed Congressman Tanner's campaign for Congress and in 1989, he joined Tanner's staff as District Director, where he served for almost two decades. When he retired in 2008, Hill was the longest-serving Congressional district aide in Tennessee history. He is an avid outdoorsman and member of the Free and Accepted Masons, the Goodwill Shrine Club, the Elks Club, the Tennessee Wildlife Federation and the Methodist Church.

Ms. Lisa Jones was appointed to the Board of Probation and Parole in March 2008. An educator, Jones' previous professional experience includes 12 years in teaching at Savannah High School. She also taught for two years at Jackson State University's Savannah campus. She also served a term as a member of the Unemployment Security Board of Review. Jones is a graduate of the University of North Alabama, where she earned a Bachelor of Science degree in education.



MISSION STATEMENT

OUR MISSION IS TO MINIMIZE PUBLIC RISK AND PROMOTE LAWFUL BEHAVIOR BY THE PRUDENT, ORDERLY RELEASE AND COMMUNITY SUPERVISION OF ADULT OFFENDERS.

VISION STATEMENT

THE BOARD OF PROBATION AND PAROLE WILL BE COMMITTED TO A PARTNERSHIP WITH THE CITIZENS OF TENNESSEE IN PROMOTING PUBLIC SAFETY AND WILL BE RECOGNIZED AS A LEADER IN THE AREA OF PROBATION AND PAROLE BY:

- 1. PROVIDING A CONTINUUM OF SERVICES FOR OFFENDERS FROM PRE-SENTENCE INVESTIGATION THROUGH THE EXPIRATION OF SENTENCES.**
- 2. PARTICIPATING IN COOPERATIVE EFFORTS SUCH AS COMMUNITY POLICING, MULTI-PURPOSE SERVICE CENTERS, COORDINATED VICTIM SERVICES AND INTERAGENCY EFFORTS.**
- 3. PROVIDING EMPLOYEES WITH ACCESS TO AND TRAINING IN THE USE OF ADVANCED TECHNOLOGIES.**
- 4. FOSTERING A HIGHLY PROFESSIONAL STAFF THAT IS PROFICIENT IN OFFENDER MANAGEMENT AND SUPPORT SERVICES.**
- 5. PROMOTING EFFECTIVENESS AND EFFICIENCY THROUGH THE USE OF OUTCOME MEASURES AND INNOVATIVE APPROACHES TO SERVICE DELIVERY.**

Historical Background

On February 18, 1961, Governor Buford Ellington signed into law an act passed by the Eighty-Second Session of the General Assembly, placing a part-time Board of Probation and Paroles as a division of the Department of Correction. The Commissioner of Correction served as Chairman and members were appointed from the business and education fields.

In 1963, legislation was passed increasing the size of the Board to five part-time members, the Governor being empowered to appoint four of its members. In 1970, the Governor began appointing all five members, with the Commissioner of Correction no longer serving as Chairman.

On April 4, 1972, Governor Winfield Dunn signed into law House Bill 582, passed by the Eighty-Seventh General Assembly, creating a full-time three-member board with set term limits established by statute to be known as the Tennessee Board of Pardons and Paroles.

1979 was a landmark year for the Tennessee Board of Pardons and Paroles. The Ninety-First General Assembly presented to Governor Lamar Alexander legislation enacted as the "Pardons and Paroles Reform Act of 1979." This act was unique in that it created an autonomous full-time Board separate functionally and administratively from any other agency. On May 25, 1979, Governor Alexander signed the Pardons and Paroles Act of 1979 into law. With new autonomy came new and greater responsibilities. Previously, field staff had been under the supervision of the Department of Correction. On July 1, 1979, parole officers and support staff were placed directly under the supervision of the Board, the Executive Director, and the State Director of Paroles. The Governor appointed four members, two to terms of four years and two to terms of two years. Thereafter, all members were to be appointed or re-appointed to terms of six years.

In 1972, Charles Traughber was appointed as Chairman of the Board and re-appointed as Chairman from June 1976 through June 1979. In January 1988 he was re-appointed to a six-year term on the Board and again in 1994, 2000 and 2006.

In 1989, the Board was expanded from five members to seven members.

At the conclusion of the 1999 Legislative session, Governor Don Sundquist signed House Bill 3307/Senate Bill 3305 on May 18, 1999. On July 1, 1999, the Division of Probation and Community Correction Grant Programs were removed from the Department of Correction and merged with the Board of Paroles creating a new agency, the "Board of Probation and Parole" (BOPP).

About the Board and the Executive Director

The Board of Probation and Parole is a full-time and independent Board composed of seven members (three African American males, two Caucasian females, two Caucasian males) appointed by the Governor. The Board is charged with deciding which eligible felony offenders will be granted parole and released from incarceration to community-based supervision. Along with the supervision of those granted parole, the Board is also responsible for supervising felony offenders who are placed on probation by Criminal Courts (TCA 40-28-103).

The administrative duties and responsibilities of the Board are to establish criteria for granting and revoking parole; to develop and adopt the planning document, annual budget, staffing plan, and policy and procedure; to visit correctional institutions and maintain contact with criminal justice agencies and agency field staff; and to participate in regional, federal and local criminal justice planning efforts (TCA 40-28-104).

The Executive Director has responsibility for day-to-day functioning of the agency and to assist the Board in the development and implementation of policies, procedures, planning, budgets and reports. The Executive Director also has responsibility for recruitment and supervision of staff and for developing and maintaining communication and cooperation between the Department of Correction and the Board (TCA 40-28-104).

About the Agency

The Executive Director, two Probation and Parole Administrators, the Director of Field Services, Internal Auditor, Communications Director, Legislative Liaison and General Counsel provide the senior level management for the agency (one African American male, three Caucasian females and four Caucasian males). Each Administrator is responsible for assigned divisions as cited in the organizational chart (page 7) and each division has a Director.

Along with the Board Members, the Executive Director and support staff, the Agency is divided into eleven divisions that govern eight districts. The eleven divisions are:

1. Parole Hearings Officers
2. Board Operations
3. Field Services
4. Human Resources
5. Budget Division
6. Fiscal Services
7. Research, Policy and Planning
8. Information Systems
9. Training
10. Legal Services
11. Community Corrections

Of the Division Directors, three (28%) are African American females, four (36%) are Caucasian females and four are (36%) Caucasian males.

Staff in the eight field service districts supervise offenders in all the counties within the State of Tennessee. The eight field services districts are offices are located in:

1. Johnson City;
2. Knoxville;
3. Chattanooga;
4. Nashville;
5. Murfreesboro;
6. Jackson;
7. Memphis; and
8. Clarksville;

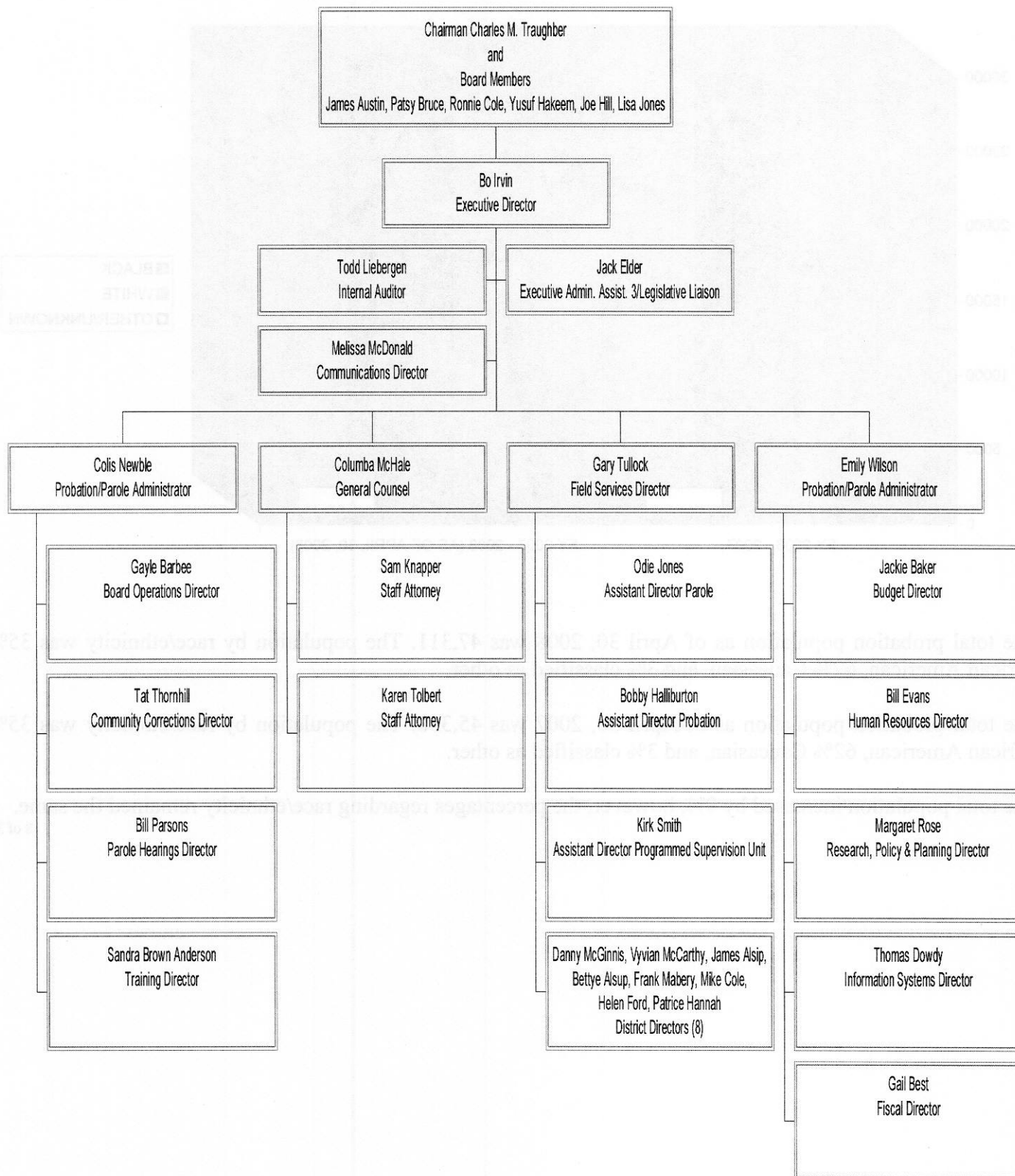
Of the District Directors, two (25%) are African American females, two (25%) are Caucasian females, and four are (50%) Caucasian males.

As of April 30, 2008, the Agency employed 1124 employees. Of that number, 362 (32%) are African American, 742 (66%) are Caucasian, and 20 (2%) are classified as other. Of that number, 204 are managers/supervisors: 64 (31%) are African American, 138 (68%) are Caucasian and, two (1%) are classified as other.

Agency employees increased by 9% this fiscal year. The number of African Americans employed decreased by 1%, the number of Caucasians increased by 1% and those classified as other remain the same. BOPP Manager/Supervisor positions decreased by 5% for African Americans and increased by 5% for Caucasians employed. Those classified as other remained the same.

All Districts are monitored for compliance and trained annually on Title VI. (Appendix A)

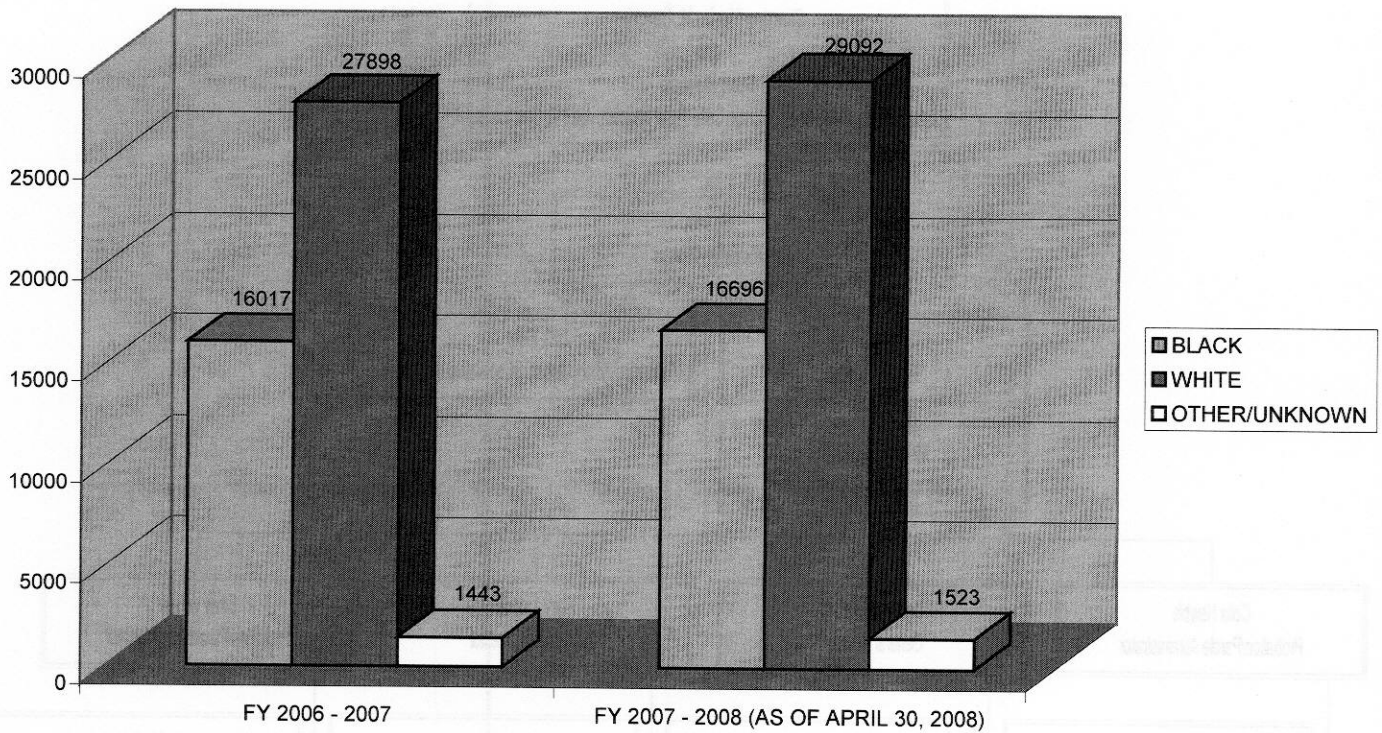
Organizational Chart



Charles M. Traugher, Chairman

Effective: April 4, 2008
7 of 30

STATEWIDE PROBATION POPULATION BY RACE

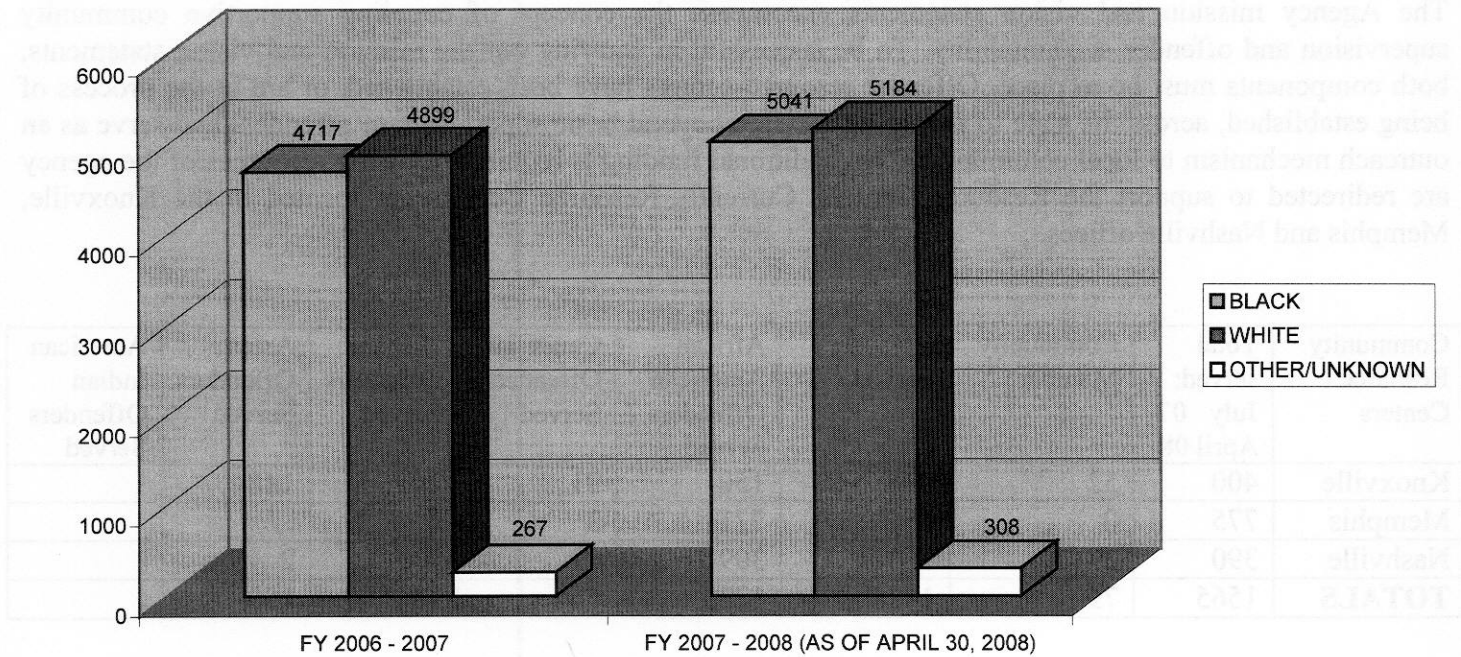


The total probation population as of April 30, 2008 was 47,311. The population by race/ethnicity was 35% African American, 62% Caucasian, and 3% classified as other.

The total probation population as of April 30, 2007 was 45,358. The population by race/ethnicity was 35% African American, 62% Caucasian, and 3% classified as other.

The total population increased by 9%, however, the percentages regarding race/ethnicity remained the same.

STATEWIDE PAROLE POPULATION BY RACE



The total parole population as of April 30, 2008 was 10,533. The population by race/ethnicity was 48% African American, 49% Caucasian and 3% classified as other.

The total parole population as of April 30, 2007 was 9,883. The population by race/ethnicity was 50% African American, 48% Caucasian and 2% classified as other.

The total population increased by 14%. The percentage of African Americans decreased by 2%, Caucasians decreased by 1% and those classified as other increased by 1%.

RESOURCE CENTERS

The Agency mission and vision statements encompass the concept of coupling supportive community supervision and offender accountability. To be successful in carrying out the mission and vision statements, both components must be in place. Offender resource centers have been established, or are in the process of being established, across the state to providing services beyond basic supervision to offenders and serve as an outreach mechanism to local communities. No additional funding is required, existing resources of the agency are redirected to support the Resource Centers. Currently Resource Centers are located in the Knoxville, Memphis and Nashville offices.

Community Resource Centers	Total served: July 07-April 08	Community Member	Offenders Served	African American Offenders Served	Caucasian Offenders Served	Hispanic Offenders Served	Asian Offenders Served	American Indian Offenders Served
Knoxville	400	52	348	150	91	10	148	1
Memphis	775	0	775	771	3	1		
Nashville	390	27	363	309	72	7	2	
TOTALS	1565	79	1486	1230	166	18	150	1

Title VI literature is available to those who are served in the program.

Staff and volunteers teach the following classes:

- Anger Management/Domestic Violence;
- GED;
- Adult Literacy;
- Job Readiness;
- J.O.B.S. Newsletter;
- Project Craft;
- Thinking for a Change;
- Basic Parenting;
- Basic Computer Skills;
- Advanced Computer;
- Computer Applications;
- Financial and Consumer Management;
- Life skills;
- Responsible Fatherhood; and
- Basic Parenting.

Edward Byrne Memorial Formula Grant Program

The Byrne grant pays for offender treatment (drug and mental health) in Knoxville, Memphis, Nashville and surrounding counties. BOPP has contracts with three providers. Serving offenders who have either partial or complete Probation/Parole fee exemptions. The grant amount is up to \$400,000 dollars awarded in \$100,000 yearly increments beginning fiscal year 04/05. Fiscal Year 08 is the last funding year for the Byrne Grant.

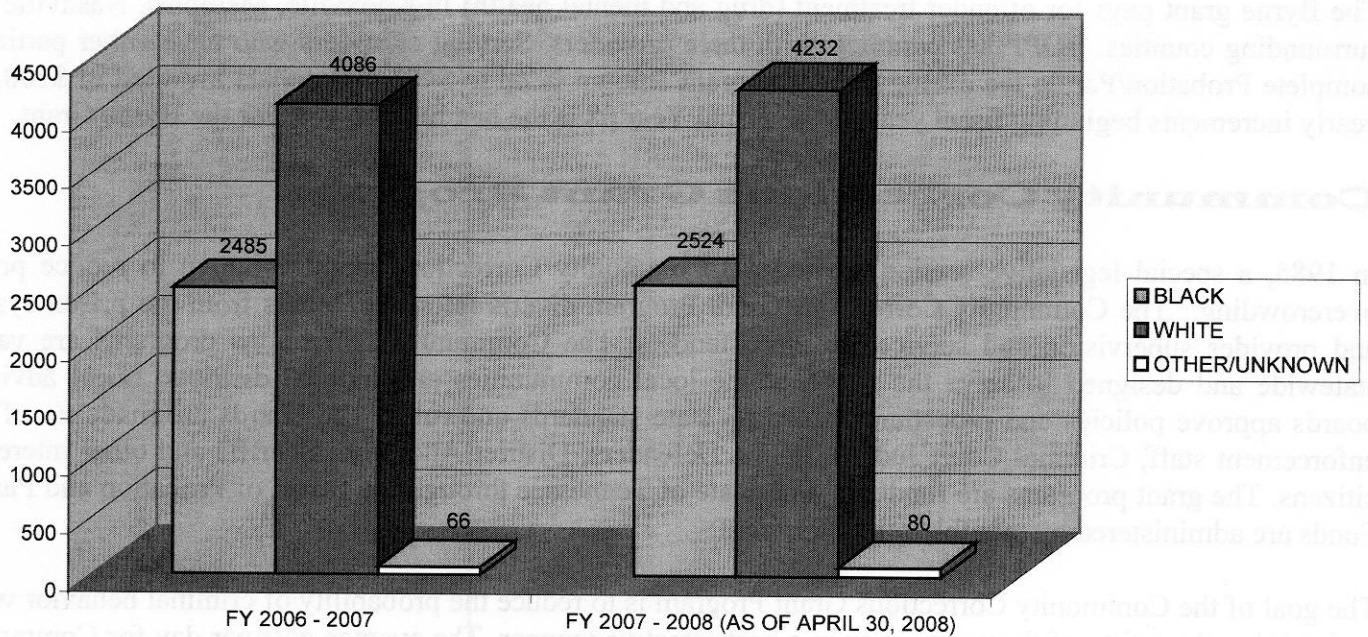
Community Corrections Grant Program

In 1985, a special legislative session created the Community Corrections Grant Program to reduce prison overcrowding. The Community Corrections Grant Program diverts felony offenders from the prison system and provides supervision and services to the offenders. The Community Corrections programs are varied statewide and designed to serve the needs of the local communities and judicial districts. Local advisory boards approve policies and procedures based on state standards and rules. The boards are made up of law enforcement staff, Criminal Court Judges, Public Defenders, District Attorneys, Sheriffs and other interested citizens. The grant programs are funded by the State of Tennessee through the Board of Probation and Parole. Funds are administered by monthly reimbursement.

The goal of the Community Corrections Grant Program is to reduce the probability of criminal behavior while maintaining the safety of the community in a cost effective manner. The average cost per day for Community Corrections is \$4.59 as opposed to \$2.78 for Probation/Parole and \$60.84 per inmate for incarceration. The Community Corrections Agencies incorporate offender treatment services into their programs.

Two of the grant programs have minority directors, Cocaine and Alcohol Awareness Program (CAAP-Memphis) and Project Whatever it Takes (PWIT- Memphis). Awarded contracts totaled \$11,528,643 for Community Corrections, of that amount of \$975,764 (8%) were awarded to these programs.

STATEWIDE COMMUNITY CORRECTION POPULATION BY RACE



The total Community Corrections population as of April 30, 2008 was 6,836. The population by race/ethnicity/ethnicity was 37% African American, 62% Caucasian and 1% classified as other.

The total Community Corrections population as of April 30, 2007 was 6,637. Of that population, 21% were female and 79% were male. The population by race/ethnicity was 37% African American, 62% Caucasian and 1% classified as other.

The total population increased by 10%, however, the percentages regarding race/ethnicity remained the same.

Composition of Community Corrections Staff By Race, Ethnicity and National Origin

AGENCY	BLACK	WHITE	HISPANIC	ASIAN	NATIVE AMERICAN	OTHER	TOTALS
Cocaine & Alcohol Awareness Program Memphis, TN.	13						13
Correctional Alternative Memphis, TN	9	8					17
Corrections Management Somerville, TN		13	1				14
Davidson County Nashville, TN	9	21					30
24 th Judicial District Decatur County Decaturville, TN	1	10					11
East TN HRA Knoxville, TN		27					27
First TN HRA Johnson City, TN		8					8
Hamilton County Chattanooga, TN	1	5					6
John R. Hay House Kingsport, TN	3	19					22
Knox Co Alternative to Prison Knoxville, TN		14					14
Madison County Jackson, TN	2	10	1				13
Mid Cumberland HRA Erin, TN	2	14					16
Montgomery Robertson County Clarksville, TN	3	10					13
Project WIT Memphis, TN	11						11
South Central HRA Fayetteville, TN	3	5					8
Southeast TN Cleveland, TN	1	5					6
Southeast TN HRA Dunlap, TN		5					5
Upper Cumberland HRA Cookeville, TN		8					8
Westate Corrections Network Union city, TN	2	8					10
Totals	60	190	2				252

The total population of Community Corrections staff as of April 30, 2008 was 252. The population by race/ethnicity was 24% African American, 75% Caucasian, and 1% classified as other.

The total population of Community Corrections staff as of April 30, 2007 was 247. The population by race/ethnicity was 22% African American, 75% Caucasian, and 2% classified as other.

Community Corrections has shown a 2% increase in African American Staff, Caucasian staff remained the same and a 1% decrease in staff classified as other.

Composition of Community Corrections Advisory Board By Race/ethnicity, Ethnicity and National Origin

AGENCY	BLACK	WHITE	HISPANIC	ASIAN	NATIVE AMERICAN	OTHER	TOTALS
Cocaine & Alcohol Awareness Program Memphis, TN.	4	1					5
Correctional Alternative Memphis, TN	1	8	1				10
Corrections Management Somerville, TN	3	13					16
Davidson County Nashville, TN	3	7					10
24 th Judicial District Decatur County Decaturville, TN	1	11					12
East TN HRA Knoxville, TN	7	82	1				90
First TN HRA Johnson City, TN	2	13					15
Hamilton County Chattanooga, TN	7	4					11
John R. Hay House Kingsport, TN	1	12					13
Knox Co Alternative to Prison Knoxville, TN	1	12					13
Madison County Jackson, TN	2	9					11
Mid Cumberland HRA Erin, TN	3	82					85
Montgomery Robertson County Clarksville, TN	3	10					13
Project WIT Memphis, TN	10	3					13
South Central HRA Fayetteville, TN	2	41	1				44
Southeast TN Cleveland, TN	1	20	2				23
Southeast TN HRA Dunlap, TN	3	10					13
Upper Cumberland HRA Cookeville, TN	2	17					19
Westate Corrections Network Union city, TN		13					13
Totals	56	373	5				429

The total population of Community Corrections Advisory Boards as of April 30, 2008 was 429. The population by race/ethnicity was 13% African American, 86% Caucasian and 1% classified as other.

The total population of Community Corrections Advisory Boards as of April 30, 2007 was 442. The population by race/ethnicity was 13% African American, 86% Caucasian and 1% classified as other.

The totals in population changed, but the percentages for the Advisory Boards remained the same.

Contract Numbers and Amounts for Community Corrections

Contract Programs	FY 05-06 Contract Number	FY 05-06 Max Liability	Description of Services
Cocaine Alcohol Awareness Program 3835 Lamar Ave. Memphis, TN 38118	Z-08-21309-00	\$507,064	Offender Residential substance abuse program for women-Shelby County.
Correctional Alternatives, Inc. 60 N. Third St., 2nd Floor Memphis, TN 38103	Z-08-21310-00	747,561	Offender supervision program serving Shelby County.
Corrections Management Corporation 13145 N. Main St Somerville, TN 38068	Z-08-21311	576,545	Offender supervision program serving Fayette, Hardeman, Lauderdale, McNairy, Tipton, Crockett, Gibson and Haywood Counties.
Davidson County Community Corrections 523 Mainstream Dr, Suite 210 Nashville, TN 37228	Z-08-21315-00	1,324,112	Offender supervision program serving Davidson County.
East TN Human Resources Agency (HRA) 9111 Cross park Dr. Suite D-100 Knoxville, TN 37923	Z-08-21316-00	1,304,218	Offender supervision program serving Greene, Hamblen, Hancock, Hawkins, Cocke, Grainger, Jefferson, Sevier, Blount, Campbell, Claiborne, Fentress, Scott, Union, Loudon, Meigs, Morgan, and Roane Counties.
First Tennessee HRA 112 E. Myrtle Suite 200, 2 nd Floor Johnson City, TN 37601	Z-08-21317-00	543,998	Offender supervision program serving Johnson, Carter, Unicoi and Washington Counties
Hamilton County Community Corrections 225 N. Holly Street Chattanooga, TN 37404	Z-0821318	315,748	Offender supervision program serving Hamilton County.
Hay House Inc. 427 E. Sullivan St. Kingsport, TN 37660	Z-08-21312-00	711,464	Offender supervision program serving Sullivan County.
Knox County Community Alternatives to Prison 1808 N. Cherry Street Suite A Knoxville, TN 37917	Z-08-21319-00	623,646	Offender supervision program serving Knox County.
Madison County Community Corrections 101 N. Highland Jackson, TN 38310-6105	Z-08-21320-00	580,913	Offender supervision program serving Madison, Chester and Henderson Counties.
Mid-Cumberland HRA 60 Metcalf Dr. Erin, TN 37061	Z-08-21321-00	1,018,640	Offender supervision program serving Williamson, Hickman, Lewis, Perry, Cheatham, Dickson, Houston, Humphries, Stewart and Sumner Counties.
Montgomery-Robertson County Community Correction 329 Main St. Clarksville, TN 37041-0368	Z-08-21322-00	449,889	Offender supervision program serving Montgomery and Robertson Counties.
Project WIT (Whatever IT Takes) 1178 Peabody Ave. Memphis, TN 38104	Z-08-21313	468,700	Offender Residential substance abuse program for men- Shelby County.
South Central HRA 606 Lee Ave. Fayetteville, TN 37334	Z-08-21323-00	388,163	Offender supervision program serving Bedford, Coffee, Giles, Lawrence, Lincoln, Marshall, Maury, Moore and Wayne Counties.

Southeast Tennessee Community Corrections 160 Ocoee St. Cleveland, TN 37311	Z-08-21324-00	321,559	Offender supervision program serving Bradley, Polk, McMinn and Monroe Counties.
Southeast Tennessee HRA 312 Resource Rd. Dunlap, TN 37327-0909	Z-08-21325-00	296,848	Offender supervision program serving Rhea, Bledsoe, Sequatchie, Grundy, Marion and Franklin Counties.
Twenty-Fourth Judicial District, Decatur County 21 N. White Oak St. Decaturville, TN 38329	Z-08-21326-00	395,890	Offender supervision program serving Benton, Decatur, Hardin and Henry Counties.
Upper Cumberland HRA 3111 Enterprise Dr. Cookeville, TN 38506	Z-08-21327-00	422,998	Offender supervision program serving Clay, Cumberland, Dekalb, Overton, Putnam, Pickett, White, Jackson, Smith, Van Buren and Warren Counties.
Westate Corrections Network 210 W. Main St. Suite A Union City, TN 38281	Z-08-21314-00	530,687	Offender supervision program serving Dyer, Lake, Obion and Weakley Counties.
	TOTAL	\$11,528,643	Of this amount \$975,764 (8%) were awarded to minority programs.

TITLE VI COORDINATORS

NAME	DISTRICT	OFFICE	RACE/ETHNICITY & GENDER
Gloria Johnson		Central Office	Black / Female
Margie Collins	1	Johnson City	White./ Female
Pam Upton	2	Knoxville	White / Female
Rebecca Robinson	3	Chattanooga	White / Female
James Fields	4	Nashville	Black / Male
Ruth Burrus	5	Murfreesboro	Black / Female
Fred Short	6	Jackson	Black / Male
Joyce Terry	7	Memphis	Black / Female
Bobby Smith	8	Clarksville	White / Male
Teresa Thornhill		Community Corrections	White / Female

Coordinator's Role

The Executive Director or designee appoints the Title VI Coordinators. The Coordinator reviews and ensures response to any allegation of violation. The Director of Community Corrections or designee acts as Coordinator for the Community Corrections Grant Programs. The Executive Director also appoints a Coordinator in Central Office, whose responsibilities includes but are not limited to:

- Handling claims filed in Central Office;
- Filing and tracking all claims statewide;
- Coordinate with the Agency Internal Investigator on all Title VI claims being investigated;
- Preparing the annual report for the Governor's Office (Title VI Implementation Plan);
- Providing support for the Coordinators in the districts; and
- Developing current materials for use by the BOPP Training Director in annual mandatory training about Title VI and LEP.

Complaint Processing Procedures

Title VI complaints can be filed at any of the following three levels:

- The local level (Districts and Central Office);
- The State of Tennessee Human Rights Division; or
- The Department of Justice (Federal).

When a Title VI complaint is reported, written or verbal, the Executive Director appoints the Agency Internal Affairs Investigator to review the matter and file a report. The investigative report of the investigation may show either:

- The BOPP/person was found to be in violation of Title VI;
- The BOPP/person was not found to be in violation of Title VI; or
- The Title VI complaint was withdrawn.

If BOPP, one of its employees or vendors are found to be in violation of Title VI, the remedial action taken to ensure future compliance are noted in the report. A copy of the investigative report is provided in writing to the Executive Director, Division Director, complainant, and Central Office Coordinator.

All parties involved in the complaint have the right to appeal the findings or results of the investigation. The appeal shall include:

- Name of the appellant;
- Date of the finding and the investigators name;
- Whether the finding was considered nondiscrimination or whether a remedial action is proposed;
- Who filed the original complaint and date filed;
- The name of the person or agency the appeal is against and the location; and
- The date the appeal was filed.

The withdrawal of a complaint must include the reason(s) and be signed by the complainant. (Appendix B-G)

Agency Goals and Plan

"No person in the United States shall, on the grounds of race/ethnicity, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance." 42 U.S.C. s 2000d

Continuing Goals to Monitor Title VI Compliance

1. To comply with Title VI of the Civil Rights Act of 1964.
2. To maintain policy compliance.
3. To handle all Title VI grievances as prescribed by law.
4. To provide all non-English speaking offenders with the written conditions of Board of Probation and Parole in their language and to use interpreters when needed.
5. To assure availability of literature at each worksite regarding Title VI and Language Interpretation for recipients and providers.
6. To continue the Agency effort to increase the number of minorities employed as staff and volunteering as Advisory Board Members for the Community Corrections agencies, by proactively contacting churches, community service organizations, colleges and universities, and etc.
7. To monitor Title VI compliance through the annual inspection process.
 8. To ensure that every offender under BOPP supervision receives Form #BP0065 *Notice to Offender Of Non-Discrimination* from their Probation and Parole, or Community Corrections, Officer. A copy of the form with all appropriate signatures affixed is to be placed in the offender case file. (See copy, Appendix)

Accomplishments 2007/08

1. BOPP has actively recruited a diverse population of people seeking employment by participating in job fairs college and university appearances and speaking to community groups.
2. BOPP has used translators in the Hearings processes of the agency.
3. The Community Resource Centers statewide served 1,565 people.

Implementation Plan 2007/08

1. Continue to distribute Title VI information to the community through the resource programs.
2. Actively recruit a diverse employment population by participating in community activities such as job fairs, university appearances and speaking to community and civic organizations.
3. Make efforts to diversify select boards and staff within Community Corrections.

BOPP Results May 06-April 07

No Title VI complaints were reported during this time period.

The BOPP strives to have an employee base reflective of the community it serves. In the Nashville offices alone the nationalities represented are: Russia, Jamaica, India, Egypt, Ireland, Ethiopia, Philippines Nigeria, Ghana, Columbia, and Mozambique. BOPP will continue to make every effort to equally serve offenders and the community through services provided by this agency.

STATE OF TEXAS BOARD OF PROBATION AND PAROLE	
ADMINISTRATIVE POLICIES AND PROCEDURES	
TITLE VI AND NON-RESIDENTS	
DATE: 01-15-81	BY: [Signature]
REVISION: 01-15-81	BY: [Signature]
APPROVED: 01-15-81	BY: [Signature]
FOR: 01-15-81	BY: [Signature]
01-15-81	

APPENDICES

Appendix-A




STATE OF TENNESSEE
**BOARD OF PROBATION
AND PAROLE**



INDEX #104.03.
PAGE 01 OF 02
EFFECTIVE: 08-03-07
SUPERSEDES: 104.03
(09-01-00)
PCN #001-01
(05-15-07)

**ADMINISTRATIVE POLICIES
AND PROCEDURES**

SUBJECT: TITLE VI AND NON-DISCRIMINATION

APPROVED BY: 

- I. **AUTHORITY:** Title VI of the Civil Rights Act of 1964, 42 USC 2000d et seq.; TCA 4-21-901, 40-21-904, and 4-21-905.
- II. **RELATED ACA STANDARDS:** None.
- III. **APPLICATION:** This policy governs the actions of the Executive Director, District and Division Directors; Agency staff designated "Title VI Site Coordinators" (Coordinator) and the Agency Title VI Coordinator, all providers and recipients of Agency services including contracted parties, all Agency staff, and all offenders.
- IV. **DEFINITIONS:**

Title VI (6) of the Civil Rights Act of 1964 (Title VI): Federal statute that states "no person in the United States shall, on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."
- V. **POLICY:** *The Board requires that its Agency not discriminate on the basis of race, color or national origin in any aspect of its provision of services.*
- VI. **PROCEDURES:**
 - A. BOPP shall provide for prompt and equitable resolution of complaints alleging any action prohibited by Title VI.
 1. The Chair will designate an Agency Title VI Coordinator (who may also be designated as a site Coordinator) to organize and oversee Agency-wide compliance with the requirements of Title VI.
 2. Coordinators shall review and ensure response to any allegation of violation under Title VI.
 - a. Each District Director shall designate a Coordinator for the respective district.
 - b. The Executive Director shall designate a Coordinator for Central Office.
 - c. The Director of the Community Corrections grant programs shall act as Coordinator for that program.
 3. A person alleging discrimination based on race, color, or national origin in the delivery of any service or program covered by Title VI may file a complaint with BOPP. All such complaints must be filed within one hundred eighty days of the occurrence of the alleged discriminatory act.

- a. Probationers and parolees shall utilize the offender grievance procedure to resolve a complaint alleging a violation under Title VI.
- b. All other complainants shall submit details of alleged violations via letter to the respective Title VI Site Coordinator.
4. Detailed written complaints are preferred for clarity and reference.
 - a. A verbal complaint, which the complainant refuses to reduce to writing, shall be taken and set forth on paper by the person to whom the complaint is made.
 - b. A copy of all Title VI complaints and local responses shall be forwarded to the Executive Director and the designated Agency Title VI Coordinator.
- B. The right of a person to a prompt and equitable resolution of a complaint filed relating to Title VI shall not be impaired by the person's pursuit of other remedies.
 1. The filing of a complaint(s) with the responsible federal department or agency shall not impair the person's right to file a Title VI complaint with the Agency.
 2. Use of the BOPP grievance procedure by an employee is not a prerequisite to the pursuit of other remedies.
- C. BOPP shall monitor compliance with Title VI as follows:
 1. As part of the annual inspection process.
 2. Through the collection and review of data concerning compliance, outlined in the BOPP Title VI plan, at the direction of the Executive Director.
 3. In addition, each BOPP office shall complete the form titled "Program Participation-Title VI Tracking" on a quarterly basis and submit it to the Executive director and Agency Title VI Coordinator.
 4. BOPP shall maintain a Title VI implementation plan and submit annual compliance reports and plan updates to the Division of State Audit by October 1 of each year.
- D. BOPP shall provide staff training, offender information and assistance with form completion.
 1. New employees shall receive training regarding the requirements of Title VI during orientation. Current employees shall receive training during their annual in-service.
 2. Offenders under the supervision of BOPP shall be provided information relative to Title VI during an initial probation or parole interview. Information shall also be posted in each BOPP office location.
3. Questions about form completion may be referred to a Coordinator or the Agency Title VI Coordinator.



STATE OF TENNESSEE BOARD OF PROBATION AND PAROLE

OFFICE OF THE EXECUTIVE DIRECTOR

404 James Robertson Parkway Suite 1300 Nashville, TN 37243-0850 Phone: 615.741.1673



LANGUAGE INTERPRETATION

TITLE VI CIVIL RIGHTS ACT 1964

Appendix-B

<input type="checkbox"/> املاء هذا المربع اذا كنت تقرأ أو تتحدث العربية.	Arabic
<input type="checkbox"/> Խաղրում ե՞նք՝ նշում ե՞ս կատարե՞լ այս ցուցանիշներով, եթե խոսում եմ կաղրում ե՞ք հայերեն:	Armenian
<input type="checkbox"/> যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।	Bengali
<input type="checkbox"/> សូមញាតក្នុងប្រអប់នេះ ចំណាស់ ឬចំណាស់ ថ្ងៃ ។	Cambodian
<input type="checkbox"/> Matka i kahhon komu un taitai pat un sang i Chamorro.	Chamorro
<input type="checkbox"/> 如果您具有中文閱讀和會話能力，請在本空格內標上X記號。	Chinese
<input type="checkbox"/> Make kazyé sa a si ou li oswa ou pale kreyòl ayisyen.	Creole
<input type="checkbox"/> Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.	Croatian (Serbo-Croatian)
<input type="checkbox"/> Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.	Czech
<input type="checkbox"/> Kruis dit vakje aan als u Nederlands kunt lezen of spreken.	Dutch
<input type="checkbox"/> Mark this box if you read or speak English.	English
<input type="checkbox"/> اگر خواندن و نوشتن فارسی بدرهستین، این مربع را علامت بگذارید.	Farsi

STATE OF TENNESSEE BOARD OF PROBATION AND PAROLE OFFICE OF THE EXECUTIVE DIRECTOR

LANGUAGE INTERPRETATION

TITLE VI CIVIL RIGHTS ACT 1964

<input type="checkbox"/> Cochier ici si vous lisez ou parlez le français.	French
<input type="checkbox"/> Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	German
<input type="checkbox"/> Σημειώστε αυτό το κελί αν διαβάζετε ή μιλάτε Ελληνικά.	Greek
<input type="checkbox"/> अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस गेले पर चिह्न लगाई।	Hindi
<input type="checkbox"/> Kos lub woj no yog koj paub (wm thiaab lais lus Hmoob.	Hmong
<input type="checkbox"/> Jelölje meg ezt a kockát, ha magyarul vagy beszélt a magyar nyelvet.	Hungarian
<input type="checkbox"/> Markaam dayoy nga kahon no makasuka wenu makasuka iu Ilocano.	Ilocano
<input type="checkbox"/> Marchi questa casella se legge o parla italiano.	Italian
<input type="checkbox"/> 日本語を讀んだり、話せる場合はここに印を付けてください。	Japanese
<input type="checkbox"/> 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	Korean
<input type="checkbox"/> ภาษากูยเกอ ၆ နာမည်အတိုင်းအားဖြင့်။	Laotian
<input type="checkbox"/> Zaznacz tę kratkę jeżeli czyta Pan/Pani lub mówi po polsku.	Polish
<input type="checkbox"/> Assinale este quadrado se voce lê ou fala Português.	Portuguese

<input type="checkbox"/> Încercuși această căsuță dacă citiți sau vorbiți Românește.	Romanian
<input type="checkbox"/> Поставьте этот квадратик, если вы читаете или говорите по-русски.	Russian
<input type="checkbox"/> Maka pe fa'ailoga le pusa lea pe afa e te faiaia pe tusitusi i le gagana Samoa.	Samoan
<input type="checkbox"/> Обезначте овај квадратнић уколико читате или говорите српски језик.	Serbian (Serbo-Croatian)
<input type="checkbox"/> Označte tento štvorec, ak viete čítať alebo hovoriť po slovensky.	Slovak
<input type="checkbox"/> Marque esta casilla si lee o habla español.	Spanish
<input type="checkbox"/> Markahan ang kahon na ito kung ikaw ay nagsasalita o nagbabasa ng Tagalog.	Tagalog
<input type="checkbox"/> ภาษากูยเกอ ၆ နာမည်အတိုင်းအားဖြင့်။	Thai
<input type="checkbox"/> Faka'ilonga 'i 'ae puha ko'eni kapau 'oku te lau pe lea 'ac lea fakatonga.	Tongan
<input type="checkbox"/> Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	Ukrainian
<input type="checkbox"/> اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانہ میں نشان لگائیں۔	Urdu
<input type="checkbox"/> Xin đánh dấu vào ô này nếu quý biết đọc và nói được Việt Ngữ.	Vietnamese
<input type="checkbox"/> ציין כאן את המסגרת אם אתם קוראים או מדברים עברית.	Yiddish



APPENDIX-C

State of Tennessee BOARD OF PROBATION AND PAROLE FIELD SERVICES DIVISION



NOTICE TO OFFENDER OF NON-DISCRIMINATION AND GRIEVANCES AND REPORTING REQUIREMENTS

NON-DISCRIMINATION:

All offenders under the supervision of a Probation/Parole Officer are afforded the opportunity to file grievances concerning matters that arise from their status as a probationer or parolee if they feel the agency is not in compliance with the following:

"No person shall on the grounds of race/ethnicity, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity operated by the Tennessee Board of Probation and Parole, it being the intention of the Board to bind all agencies, disbursing units, or organizations operating under its jurisdiction and control to fully comply with and abide by the spirit and intent of the *TITLE VI CIVIL RIGHTS ACT OF 1964, THE AMERICAN DISABILITIES ACT*, and other statutory requirements."

GRIEVANCE:

The offender may request a grievance form from any employee of the Board of Probation and Parole. Grievance may be filed without fear of reprisal. A meeting will be held within five (5) working days of the filing of the grievance to assist the offender in resolving the complaint. Assistance and full explanation of the grievance process and the appeal procedure will be provided to the offender.

EXAMPLES OF GRIEVABLE MATTERS:

- Abusive and distasteful language directed at the offender or their family
- Sexual abuse or harassment
- Conflict of interest, such as Officer receiving personal benefit from actions of offender said actions being directed by Officer
- Denial of rights that are set forth by policy and statute

EXAMPLES OF NON-GRIEVABLE MATTERS:

- Warrants for revocation of probation or parole
- Court ordered probation rules or parole conditions that are mandated by the Board
- Program requirements such as home visits, employment verification, psychological counseling, supervision fees, restitution
- Final decisions concerning grievance

REPORTING REQUIREMENTS:

Report to:	_____	
	Location Address	
Telephone:	_____	
	To Reach Officer	For 24-hour Access
Schedule:	_____	
Officer Comments:	_____ _____ _____ _____	

A copy of the above information regarding non-discrimination and the grievance procedure and my obligation to report to my assigned Officer has been provided to me, the offender. I have read it or had it read to me. By my signature I express my complete understanding thereof.

OFFENDER SIGNATURE

DATE

OFFICER SIGNATURE

DATE

Appendix-D



STATE OF TENNESSEE
BOARD OF PROBATION AND PAROLE
OFFICE OF THE EXECUTIVE DIRECTOR

404 James Robertson Parkway Suite 1300 Nashville, TN 37243-0850
Phone: (615) 741-1673



WITHDRAWAL OF COMPLAINT OR APPEAL FOR FAIR HEARING

TITLE VI CIVIL RIGHTS ACT 1964

Date: _____

To: _____

I, _____ hereby withdraw my

☐ *complaint or ☐ **appeal, _____ against

DATE

NAME OF PERSON OR AGENCY

LOCATION

Person with the Title VI complainant's name:

Person with the Title VI complainant's address:

Reason for withdrawal: _____

Signed _____

*Check appropriate term, Complaint or Appeal

**Appeal from finding

BP0191

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Appendix-E



STATE OF TENNESSEE
BOARD OF PROBATION AND PAROLE
OFFICE OF THE EXECUTIVE DIRECTOR

404 James Robertson Parkway Suite 1300 Nashville, TN 37243-0850
Phone: (615) 741-1673



APPEAL FROM FINDING

TITLE VI CIVIL RIGHTS ACT 1964

I, _____ wish to appeal the finding made on

NAME OF APPELLANT

by

DATE

NAME OF INVESTIGATOR

of ☐ non-discrimination or ☐ the proposed remedial action by the

agency in the Title VI complaint as filed by

PERSON WITH TITLE VI COMPLAINT

on _____ against

DATE OF FILING

PERSON OR AGENCY

at

LOCATION

Signed:

APPELLANT

ADDRESS

DATE OF APPEAL

Appendix-F

STATE OF TENNESSEE

BOARD OF PROBATION AND PAROLE

OFFICE OF THE EXECUTIVE DIRECTOR

404 James Robertson Parkway Suite 1300 Nashville, TN 37243-0850

Phone: (615) 741-1673



COMPLAINT UNDER TITLE VI CIVIL RIGHTS ACT OF 1964

Date: _____

To: _____ BOPP

I, _____ hereby file an official
complaint against

NAME OF PERSON WITH TITLE VI COMPLAINT

NAME OF PERSON OR AGENCY

LOCATION

Person with the Title VI complainant's name:

Person with the Title VI complainant's address:

Basis of complaint: _____

Date of alleged discrimination: _____

Signed: _____

SIGNATURE OF PERSON WITH TITLE VI COMPLAINT

SECTION BELOW TO BE COMPLETED BY BOPP TITLE VI COORDINATOR

Referred to _____ on _____
LOCAL COORDINATOR DATE

for an investigation and report.

SIGNATURE OF BOPP TITLE VI COORDINATOR

BP0193

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Appendix-G



**STATE OF TENNESSEE
BOARD OF PROBATION AND PAROLE
OFFICE OF THE EXECUTIVE DIRECTOR**

404 James Robertson Parkway Suite 1300 Nashville, TN 37243-0850
Phone: (615) 741-1673



REPORT OF INVESTIGATION

TITLE VI CIVIL RIGHTS ACT 1964

I, _____ representing _____
LOCAL TITLE VI COORDINATOR NAME OF LOCATION

have investigated the complaint filed on _____ by _____
DATE

alleging that discrimination occurred

NAME OF PERSON WITH THE TITLE VI COMPLAINT

that was in violation of the provisions of Title VI of the Civil Rights Act 1964.

The results of the investigation were as follows:

A. The agency or person was found to be
in violation of Title VI.

B. The agency or person was not found to be in
violation of Title VI.

C. The person with the Title VI complaint withdrew the
complaint using form BP0190.

A COPY OF THE INVESTIGATION REPORT MUST BE ATTACHED

NOTE: If the agency or person was found to be in violation of Title VI
briefly describe the remedial action taken to assure future compliance:

DATE

SIGNATURE OF LOCAL COORDINATOR

BP0194

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APPENDIX-H



STATE OF TENNESSEE
BOARD OF PROBATION AND PAROLE
404 JAMES ROBERTSON PARKWAY, SUITE 1300
NASHVILLE, TENNESSEE 37243-0850 (615)741-1673

June 13 2008,

Each state government entity is subject to the requirements of Title VI of the Civil Rights Act of 1964. The Board of Probation and Parole is required to have a Title VI Implementation Plan, because this state receives funding from the federal government. The Title VI Implementation Plan is designed to prohibit discrimination based on race/ethnicity, color or national origin.

REVIEWERS

John Clayton McQuiddy,
Realtor
400 Chaney RD #819
Smyrna, TN 37167

T. Hope Collins
Tennessee Foreign Language
Institute
227 French Landing
Nashville, TN 37228

Marcella Lockhart
Director of Enrollment
Management
American Baptist College
1800 Baptist World Center
Dr.
Nashville, TN 37207

We are requesting that you serve as a reviewer of our plan. Your service lends outside participation in its development. Any recommendations and comments are encouraged. After you have completed your review, recommendation (s) and comment (s), contact me at 253-3623 and I will pick up this material.

We would appreciate your signature indicating that you served as one of the reviewers for the Board of Probation and Parole Title VI plan for 2006.

Thank you for the service you provided by reviewing and commenting on this plan. Your assistance was greatly appreciated.

Sincerely,

Gloria V. Johnson
Audits and Review Coordinator, Title VI Coordinator



APPENDIX-H

STATE OF TENNESSEE
BOARD OF PROBATION AND PAROLE
401 JAMES ROBERTSON PARKWAY, SUITE 1200
NASHVILLE, TENNESSEE 37203-0850 (615) 253-1673

June 13, 2008

Each state government entity is subject to the requirements of Title VI of the Civil Rights Act of 1964. The Board of Probation and Parole is required to have a Title VI Implementation Plan because this state receives funding from the federal government. The Title VI Implementation Plan is designed to prohibit discrimination based on race, ethnicity, color or national origin.

We are requesting that you serve as a reviewer of our plan. Your review helps outside participation in its development. Any recommendations and comments are encouraged. After you have completed your review, recommendation(s) and comments (if), contact me at 253-1673 and I will pick up this material.

We would appreciate your signature indicating that you served as one of the reviewers for the Board of Probation and Parole Title VI plan for 2008.

Thank you for the service you provided by reviewing and commenting on this plan. Your assistance was greatly appreciated.

Sincerely,

Gloria V. Johnson
Admin and Review Coordinator, Title VI Coordinator

Reviewer
John Clayton Madsen
Reviewer
401 James Robertson Parkway, Suite 1200
Nashville, TN 37203
T. Hays Collins
Tennessee's Highways
Location
327 Peachtree Landing
Nashville, TN 37203
Michael J. Jackson
Director of Tennessee
Department
American Baptist College
1000 Baptist World Center
Dr.
Nashville, TN 37203

Tennessee Board of Probation and Parole, Authorization Number(to be provided) , June 2008

40 copies of this public document were promulgated at a cost of (to be provided) per copy.

An amended copy of this report will be provided upon receipt of the Authorization number and cost per copy